

Please return original document  
to the **Board of Supervisors Office,**

**ATTENTION:** Christy Isbell, 373-1107  
(Name & phone number)

## TYPE OF DOCUMENT:

### **RESOLUTION NO. 10-34** **YUMA COUNTY INFORMATION TECHNOLOGY (IT)** **LIFE CYCLE POLICY**

## DOCUMENT APPROVAL:

Approved by Yuma County Board of Supervisors:  
August 2, 2010, Item No. C10

2010-20138 RESOLUTION  
08/13/2010 04:43:35 PM Pages: 5 Fees: \$0.00  
Requested By: YUMA CO BOARD OF SUPERVISORS  
Recorded By: Jaquilar  
Robyn Stallworth Pinal County Recorder, Yuma County AZ



## YUMA COUNTY BOARD OF SUPERVISORS RESOLUTION NO. 10-34

A RESOLUTION OF THE YUMA COUNTY BOARD OF SUPERVISORS  
ADOPTING RESOLUTION NO. 10-34, MODIFYING THE INFORMATION  
TECHNOLOGY (IT) LIFE CYCLE MANAGEMENT POLICY (RESOLUTION  
NO. 07-37), PREVIOUSLY ADOPTED JUNE 11, 2007.

**WHEREAS:** the county maintains an internal fund to meet the equipment replacement needs for employees' computers; and

**WHEREAS:** an IT life cycle management policy will provide direction to the County staff on how the resources of the fund are used;

### Information Technology Life-cycle Management Policy

#### **I. Scope**

This policy is intended to govern the assessment, funding and replacement of all Personal Computers (PCs) for Yuma County, including all equipment and accessories used by departments and employees funded by special revenue (SR) sources outside of the Yuma County General Fund (GF), and any combination of such funding sources.

All replacement of any equipment designated within this policy will be subject to appropriations available within the internal service (Life Cycle) fund designated by the Board of Supervisors and maintained by Yuma County Information Technology Services (ITS) to exclusively support replacement of Yuma County's PCs.

#### **II. Definitions**

**Personal Computer** – For purposes of this policy, the term "personal computer" will refer to a standard desktop or mobile (laptop or net-book) computer.

#### **III. Assessment**

Annually, at the time of preparation of the County budget, a representative from ITS will meet with each department or agency head to identify the number of PCs eligible for replacement based on the criteria established within this policy. Following consultation with the department or agency head, ITS staff will perform an overall needs assessment, from which a priority list of necessary replacements will be generated consistent with the general terms of this policy. The priority list, along with a total estimated cost, will be submitted by ITS to the Budget Review Team (BRT) for consideration in Yuma County's Recommended Budget. If funding for the life-cycle program is approved in the Yuma County Adopted Budget for any fiscal year, funding will be allocated on a priority basis to the program for that fiscal year only. Any funds allocated to support the life-cycle program will be specific to life-cycle replacement and

may not be utilized for any other purpose. If any replacement is not funded due to limited appropriation of funds in any fiscal year, that replacement will maintain a higher priority on the list submitted by ITS to the BRT in the following fiscal year, and any successive fiscal year until the replacement is funded.

Server hardware and software eligible for life-cycle replacement will be identified to the Budget Review Team (BRT) at the time of preparation of the County budget by the ITS director or designee.

#### **IV. Life Cycle Criteria**

- A. **Personal computers** - Yuma County's Information Technology Services Department will maintain a four (4) year replacement basis on all PCs for the following departments:

Assessor	Human Resources
Board of Supervisors	Information Technology
County Administrator	Legal Defender
Constable, Precinct #1	Public Defender
Development Services	Public Fiduciary
Elections	Recorder
Finance	Sheriff
General Services	Sheriff-Jail District
Health District	Treasurer
Housing	

- B. **Network servers** – Network servers and associated server software supporting these PC's will be maintained on a five (5) year replacement basis.

#### **V. Funding Sources**

The general terms of this policy apply to all PCs purchased with appropriations from the Yuma County General Fund.

The assessment process outlined in Section II above will occur for any replacement, regardless of funding source, and ultimate replacement will be subject to ITS and BRT recommendation, and appropriation in the Yuma County Adopted Budget.

In dealing with special revenue fund purchases, departments having funding from sources other than the Yuma County General Fund, such as HUD, HURF, Flood Control, etc. will be required to request budget authority for the replacement of their PCs, when the replacement will be for a work station position funded, in whole or in part, by a special revenue fund. If approved, ITS will replace these as required and charge cost directly to the appropriate department.

These departments include, but are not limited to:

- County Attorney
- Development Services
- Public Health District
- Housing
- Public Works
- Sheriff's Office

#### VI. Administrative Office of the Courts

For Administrative Office of the Courts (AOC) related departments (Court Administration, Adult Probation, Juvenile Courts, etc.), most of their staff use PCs that do not attach to the County Network. These PCs come from AOC funds and are not included in this program. However, any PCs at these locations that do attach directly to the Yuma County network will be subject to this policy and replaced in accordance with the policies applicable to other County departments.

#### VII. Standard Equipment


This plan provides for a standard desktop or mobile PC that will meet the needs of the majority of users, includes a display, an operating system and office suite software, and necessary peripherals such as mouse and keyboard. Costs incurred above the standard PC for items such as non-standard software, larger displays, increased mobility, processor or memory, larger hard drives and etc., will be paid for by the requiring department from appropriations within that department's operating budget. These options will be presented to the departments expected to receive PCs prior to the ordering each year, with the cost for each option listed separately. Any additional equipment that will increase the cost of future replacement of equipment beyond what is considered by ITS to be standard replacement will be subject to approval of ITS and the County Administrator.

**NOW, THEREFORE, IT IS RESOLVED** that the Yuma County Board of Supervisors (1) repeals the IT Life Cycle Management Policy previously adopted June 11, 2007 and (2) adopts the following policy:

Adopted this 2nd day of August 2010.

  
KATHRYN "CASEY" PROCHASKA, Chairman

ATTEST:

  
ROBERT L. PICKELS, JR  
County Administrator/Clerk of Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF  
PERFORMANCE OF DUTY OF THE YUMA COUNTY BOARD OF SUPERVISORS:

 8/2/10  
\_\_\_\_\_  
JON R. SMITH, County Attorney

P:\Resolutions\2010\Draft Resolutions\Res 10-34 ITS Computer Lifecycle.doc